

## Home-Start Mid & West Suffolk

### **Policy: Safeguarding and Promoting the Welfare of Children (England)**

#### **Definition:**

Safeguarding and promoting the welfare of children\* is defined as protecting children from maltreatment, preventing the impairment of their health or development, ensuring that they are growing up receiving safe and effective care and acting to enable children to have the best outcomes.

#### **The purpose of this policy is:**

- to protect children who receive Home-Start Mid & West Suffolk services
- to provide trustees, staff, volunteers with overarching principles that guide our approach to child protection

#### **Safeguarding Policy Statement**

The policy for safeguarding and promoting the welfare of children has been adopted by Home-Start Mid & West Suffolk to signify its commitment to safeguarding and promoting the welfare of children. This policy applies to all trustees, staff, volunteers or anyone working on behalf of Home-Start Mid & West Suffolk.

Home-Start Mid & West Suffolk believes that a child should never experience abuse of any kind. We have a responsibility to promote the welfare of all our children and to keep them safe. We are committed to practice in a way that protects them.

#### **Legal Framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989 and 2004
- United Nations Convention on the Rights of the Child 1991
- Working Together to Safeguard Children 2013
- Data Protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

Additionally Home-Start maintains an up-to-date awareness of national and local guidance and follows appropriate local safeguarding procedures.

\*Throughout this Policy and related Code of Conduct and guidance children refers to children and young people who have not yet reached their 18<sup>th</sup> birthday. Schemes may add these additional words each time if desired

1

**Home-Start Mid & West Suffolk recognises that:**

- the welfare of the child is paramount as enshrined in the Children's Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences their level of dependency, communication needs or other issues
- working in partnership with children their parents, carers and other agencies is essential in promoting the welfare of children

**Home-Start Mid & West Suffolk will seek to keep children safe by:**

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for trustees, staff and volunteers and anyone working on behalf of Home-Start.....
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- undertake personalised risk assessments on each family. This ensures that we are able to identify any needs relating to the safety of the children and parents, and pass on any relevant information, as well as supporting families to improve the safety aspects of the environment, and their situation. We are also able to help to ensure the safety of volunteers working with the family.
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know and involving parents and children appropriately

Home-Start Mid & West Suffolk is committed to reviewing the Safeguarding Policy and good practice annually.

**This policy and appendices adopted: 20 December 2017**

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2

Date policy to be reviewed: ..... January 2019

Signed: ..... Kathryn Sansom ..... (date)

This should be signed by the most senior person in your organisation e.g. Safeguarding Lead on the Board of Trustees

## Appendix One: Procedures

### 1. Recruitment, selection, induction and training procedures for trustees, staff and volunteers

Home-Start takes all possible steps to ensure that children are kept safe through:

- safer recruitment processes for all trustees, staff and volunteers
- planned induction of all trustees, staff and volunteers, to include signed and dated confirmation of their understanding and acceptance of the safeguarding policy and procedures and code of conduct
- clear safeguarding procedures to inform trustees new to Home-Start, staff and volunteers about the appropriate action to take in the event of concerns about a child
- volunteers' attendance at the Home-Start Course of Preparation in full; all volunteers accessing safeguarding refresher training, in accordance with HSUK guidance
- staff attendance at mandatory HSUK safeguarding training, and accessing ongoing and refresher training in accordance with Home-Start guidance
- trustees accessing effective guidance, training and support to ensure that they are able to work within these procedures

### 2. Ongoing support and supervision for staff and volunteers

Home-Start ensures that all volunteers and staff, including the senior worker, access regular, recorded support and supervision in line with Home-Start guidance, and are clear about their role and responsibilities, through:

- the implementation of the Home-Start standards and methods of practice and safeguarding code of conduct for trustees, staff and volunteers
- Identifying personnel to hold the Strategic Lead and designated safeguarding responsibilities within Home-Start. (see Appendix 2 below)
- procedures to structure the management of any allegations of abuse against trustees, staff or volunteers

### 3. Information Sharing

Home-Start has clear expectations of all trustees, staff and volunteers for sharing information about families, parents, children and young people:

- all families supported are made aware of Home-Start's safeguarding and confidentiality policies
- a factual dated record of contact with the family and of any concerns about a child(ren) in families supported are kept in line with Home-Start's record keeping and record retention procedures

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3

- Home-Start recognises the importance of sharing information to protect children and normally the disclosure of the confidential information to any other person may only be undertaken with the expressed permission of the parents for the purpose of assisting the family **however** where it is considered necessary for the welfare and protection of a child, information will be shared with the appropriate authority and families will be kept informed of Home-Start's actions unless to do so would put the child at greater risk of harm

#### 4. Local Partnerships and Procedures

Protecting children is a shared responsibility. In order to fulfil its responsibilities in promoting the welfare and safety of children Home-Start:

- maintains effective links with organisations working with children and their families within the community
- participates in local partnership arrangements designed to protect children and promote their wellbeing
- takes part in local multi-disciplinary training and integrated working in order to maintain an up- to- date understanding of local processes and to take up appropriate opportunities for professional development
- is aware of, holds current information on and works within the requirements of the local procedures followed by statutory and voluntary agencies
- identifies a local child protection/safeguarding adviser to support and advise the scheme with regard to local issues and procedures for safeguarding children. In some schemes this adviser is a nominated trustee who undertakes local and HSUK training in order to fulfil that role.

#### 5. Managing Allegations

**Government is clear that all children, no matter what situation they are in, should be protected from abuse. If organisers/co-ordinators or volunteers see or hear anything which causes them to have concerns or to suspect that a child is being abused by someone within Home-Start they should follow the procedures**

- If the allegation is against a trustee, member of staff or volunteer, the concern should be reported to the appropriate line manager, the scheme's Strategic Lead (senior worker) and the Chair of Trustees immediately and to Home-Start UK
- The scheme's Strategic Lead, if not the subject of the concerns, is primarily responsible for taking all reasonable steps necessary to secure the safety of any child who may be at risk, by, for example, removing the person who is the subject of the allegation from any situation involving children. S/he will be supported by the safeguarding team and by the LADO as appropriate
- The Chair of Trustees and/or senior member of staff are responsible for liaising with the police and Children's Social Care about allegations
- It is important to remember the scheme's protocols for confidentiality and only those with a need to know should be privy to the details of the situation. This is particularly so for allegations of sexual abuse

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4

- Paper and electronic records relating to the allegation should be made secure to prevent them being removed or changed
- Irrespective of action by Children’s Social Care or the police, trustees must seek Home-Start UK support to follow the appropriate procedure which will normally include without prejudice suspension of the trustee, staff or volunteer pending investigation. Following the investigation, disciplinary procedures may need to be invoked. See [disciplinary procedures](#) and [confidentiality and sharing information](#)

In the case of a member of staff reporting concerns about a colleague, refer to the [Whistle blowing Policy](#) which details the appropriate support which should be provided, i.e. the right to advice and support, and to information about legal representation.

## 6. Ensuring the Quality of the Home-Start Service

Home-Start Mid & West Suffolk complies with the Home-Start Quality Assurance standards and undertakes self assessments in order to check and improve its practice.

Home-Start policies and procedures are informed by national guidance and protocols and are regularly updated.

The following Home-Start documents, policies and procedures are adopted and implemented, and are fundamental to effective practice within Home-Start for carrying out responsibilities for safeguarding and promoting the welfare of children:

### Mandatory policies<sup>1</sup>

- Home-Start [Governing Documents](#) and [Standards and Methods of Practice](#)
- [Equality, Fairness & Diversity Policy](#)
- [Confidentiality Policy](#)
- [Safeguarding/Child Protection – Code of Conduct](#)

### Essential policies<sup>2</sup>

- [Safer Recruitment Policy](#)
- [Disclosure and Barring Service\(DBS\)\(Model Policy\)and guidelines](#)
- [Supervision of Volunteers](#)
- [Supervision of Staff Policy](#)
- [Information Sharing Model Protocol](#)
- [Record Keeping and Retention Policy](#)
- [Managing Referrals and Waiting Times Policy and Procedures](#)
- [Responsible Reporting \(Whistle blowing\) Policy](#)
- [Disciplinary Procedures](#)
- [Grievance Procedures](#)
- [Looking after children in the absence of their parents Policy and guidance](#)

<sup>1</sup> Mandatory documents are those which must be adopted, unaltered, by all Home-Start schemes

<sup>2</sup> Essential policies: all Home-Start schemes must adopt policies under these headings; but may adapt the models provided to suit your scheme. Any adaptations must not contradict Home-Start practice guidance.

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Home-Start accesses and follows good practice guidance via the Home-Start Intranet in relation to [Promoting the Welfare of Children](#) and

- [Support for Families](#)
- [Managing Allegations](#)
- [Reporting Serious Incidents](#)
- [Safer Recruitment Policy and Procedures](#)
- [Record Keeping and Retention Model Policy](#)

## Safeguarding Policy: Appendix Two

### Safeguarding Roles and Responsibilities within the Scheme

The trustees retain ultimate responsibility for safeguarding and promoting the welfare of children supported by Home-Start. They should agree:

- the member of staff with responsibility for undertaking the ***Strategic Lead on Safeguarding***. This should be the senior staff member. The trustees must ensure that the Strategic Lead receives adequate supervision for their role, in line with Home-Start guidance
- the people within the scheme who carry out the designated role of taking responsibility for safeguarding issues raised by staff or volunteers and for referring on concerns for the safety of children. It is recommended that each organiser/co-ordinator responsible for managing staff or volunteers supporting families should be a ***Designated Safeguarding Person***.

Note: In some schemes both roles may be carried out by one person.

#### The Scheme's Strategic Lead for Safeguarding:

Name Kathryn Sansom

Contact details 01379 678552 or 07938 915602

#### The role of the Home-Start scheme Strategic Lead for Safeguarding is to:

- (a) Model and promote Home-Start's commitment to safeguarding children in all aspects of their work and conduct
- (b) Ensure that the safeguarding policy and procedures and code of conduct are available and understood by all trustees, staff and volunteers, and that these are integrated into practice

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6

- (c) Ensure the scheme’s Policy and Procedures for Safeguarding and Promoting the Welfare of Children are updated and reviewed annually in line with Home-Start and national and local guidance
- (d) Ensure appropriate training provision and dissemination of information for trustees, staff and volunteers on safeguarding issues
- (e) Take a lead responsibility for dealing with safeguarding issues and providing information, advice and support to trustees, staff and volunteers
- (f) Support the Designated Safeguarding People with their responsibilities in keeping children and young people safe, by:
  - ensuring the provision of regular, recorded supervision
  - maintaining an overview of records of concern and action (ROCA) and referrals to children’s social care
  - ensuring that the Safeguarding Adviser or nominated trustee contribute to this overview, in particular where the Strategic Lead is a lone organiser
  - ensuring records are kept appropriately, in line with policy and practice
- (g) Maintain up to date knowledge of national and local safeguarding procedures and liaise appropriately with local agencies with regard to safeguarding issues
- (h) Collate safeguarding concerns raised by the scheme to identify patterns and inform the development of practice and liaison with other agencies
- (i) Notify and liaise with scheme trustees and Home-Start UK and the Local Authority Designated Officer (LADO) around any allegations of harm or inappropriate behaviour made against staff, volunteers and trustees in accordance with [guidance](#)
- (j) Immediately inform the Chair of Trustees and Home-Start UK in the event of the serious harm or death of a child ([see guidance](#)) and liaise with other agencies as appropriate
- (k) Identify and liaise with a local Specialist Safeguarding Adviser (see below)

### **Designated Safeguarding People**

These are the organisers/co-ordinators with responsibility for managing staff or volunteers supporting families.

Names	Contact details
Amanda Jacques (lead)	01379 678552 or 07724 154858
Julie Sullivan (2 <sup>nd</sup> contact group)	01379 678552 or 07542 785649
Jo Pearson (2 <sup>nd</sup> contact home visiting)	01379678552or079338011871
Kerry Agricole	01379678552or07415690130

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Honor Gellatly

01379678552 or 07415689087

Lenie Barker

01379678552 or 07927322506

**A Designated Safeguarding Person's role is to:**

- (a) Model and promote Home-Start's commitment to safeguarding children in all aspects of their work and conduct
- (b) Take responsibility for dealing with concerns about the safety of children raised by staff or volunteers who they supervise, following the scheme's policies and procedures
- (c) Maintain a clear, factual, dated record of contact with each supported family, in accordance with Home-Start guidance on record keeping
- (d) Inform the scheme's Strategic Lead for Safeguarding of concerns raised and processes followed; ensuring records of concern and action (ROCA) are discussed, signed off and actioned appropriately
- (e) Follow up concerns and safeguarding issues referred to the relevant agencies
- (f) Liaise with relevant agencies and the Local Safeguarding Children Board where appropriate about concerns, in accordance with Home-Start's confidentiality policy
- (g) Ensure the safeguarding policy is available to families, including parents/carers and children and young people in Home-Start
- (h) Liaise with the scheme's Strategic Lead for Safeguarding about safeguarding concerns, including where there are allegations against trustees, staff and volunteers; in accordance with Home-Start and local child protection policies and procedures
- (i) Immediately inform the scheme Strategic Lead and Home-Start UK in the event of the serious harm or death of a child ([see guidance](#)) and liaise with other agencies as appropriate

**Local Specialist Safeguarding Adviser to the trustees and staff**

Each scheme identifies a local child protection/safeguarding adviser to support and advise the scheme with regard to local issues and procedures for safeguarding children. In some schemes this adviser is a nominated trustee who undertakes local and HSUK training in order to fulfil that role.

The local specialist safeguarding adviser is available to the trustees, strategic lead and designated people as appropriate within the Home-Start scheme and may:

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- (a) provide a confidential sounding board if required for the strategic lead to consider the most appropriate course of action to take where there is a safeguarding concern in a family
- (b) support the strategic lead to use local procedures appropriately (e.g. for referral, for escalation or dispute resolution)
- (c) update trustees and the strategic lead about local safeguarding developments and changes to procedures, policies and agencies
- (d) contribute to Board discussions about scheme capacity in working with more complex families, including those where there are safeguarding concerns
- (e) support the Board and strategic lead to monitor and review systems, policy and procedures to ensure good safeguarding practice within the scheme and compliance with the Home-Start Quality Assurance Standards
- (f) In some schemes, the specialist adviser may agree to undertake 'case load' supervision of the senior worker, at the request of the trustees

Local Safeguarding Specialist Adviser Rosie Carter SAFE (cic) 01370871091

Suffolk County Council Customer First

Contact details: 0808 800 4005 any time

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9